

Organizational Structure and Responsibility

200.1 PURPOSE AND SCOPE

The organizational structure of this department is designed to create an efficient means to accomplish our mission and goals and to provide for the best possible service to the public.

Cross referenced with CMD 019 Procedure for Processing Personnel Matters

200.2 DIVISIONS

The Chief of Police is responsible for administering and managing the Santa Clara Police Department. There are four divisions in the Police Department as follows:

- Administrative Services Division
- Field Operations Division
- Investigations Division
- Special Operations Division

200.2.1 ADMINISTRATIVE SERVICES DIVISION

The Administrative Services Division is commanded by a Captain, whose primary responsibility is to provide general management direction and control for the Administrative Services Division. The Administrative Services Division consists of the Communications Center, Property and Evidence Room and Administrative Services.

200.2.2 FIELD OPERATIONS DIVISION

The Field Operations Division is commanded by a Captain, whose primary responsibility is to provide general management direction and control for the Field Operations Division. The Field Operations Division consists of Uniformed Patrol, which includes the Traffic Unit, Temporary Holding Facility, Front Desk Officers and the Field Training Officer Program.

200.2.3 INVESTIGATIONS DIVISION

The Investigations Division is commanded by a Captain, whose primary responsibility is to provide general management direction and control for the Investigations Division. The Investigations Division consists of the Investigations Bureau, Crime Analysis Unit, Forensic Services, Records and all Task Force assignments.

200.2.4 SPECIAL OPERATIONS DIVISION

The Special Operations Division is commanded by a Captain, whose primary responsibility is to provide general management direction and control for the Special Operations Division. The Special Operations Division is responsible for city-wide special events, dignitary visits and Levi's Stadium®. As a result, this Division consists of Intelligence Units filled by police officers with collateral duties (e.g. K-9, SRT, HNT) and the Police Reserves

200.3 COMMAND PROTOCOL

Santa Clara Police Department

SCPD Policy Manual

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200.3.1 SUCCESSION OF COMMAND

The Chief of Police exercises command over all personnel in the Department. During planned absences of the Chief of Police, the Assistant Chief will exercise command. In the absence of the Chief of Police and the Assistant Chief of Police, the most senior Captain will be designated Acting Chief of Police.

200.3.2 UNITY OF COMMAND

The principles of unity of command ensure efficient supervision and control within the Department. Generally, each employee shall be accountable to one supervisor at any time for a given assignment or responsibility. Except where specifically delegated authority may exist by policy or special assignment (e.g., K-9, SRT), any supervisor may temporarily direct any subordinate if an operational necessity exists.

200.3.3 ORDERS

Members shall respond to and make a good faith and reasonable effort to comply with the lawful order of superior officers and other proper authority.